

Registration Form

10/10/15 Northampton Community Tag Sale & Swap Meet

Name _____ Date _____

Email address _____ Daytime phone _____

Mailing address _____ Zip _____

Please include a \$10.00 registration fee (Cash or check payable to the City of Northampton, please write "ReUse Tag Sale" in memo section).

✂ _____

Vendor Information

Northampton Community Tag Sale & Swap Meet: Saturday October 10, 2015

Welcome to our Community Tailgate Event! You will receive a registration confirmation via email. Please read the following information carefully as it contains important and time-sensitive information. We look forward to seeing you on Saturday, October 10th between 7:30-8:30am. The rain date is one week later on Saturday, October 17.

Please note that the intent of this event is to: 1) promote further use of used merchandise; and 2) provide tag sale access to individuals who find it difficult to hold tag sales at their home and lack alternatives. It is not intended for sale of new merchandise or professional sellers. A section of the parking lot may be assigned to participants who fall outside of the intended audience.

SIGN-UP

- A non-refundable \$10 registration fee (cash or check) must be received by the DPW **no later than** Wednesday, October 7. Make checks payable to "City of Northampton" and mail or deliver with your registration form to the DPW (Attn: Tag Sale, Northampton DPW, 125 Locust Street, Northampton, MA 01060) by 4:30 on October 7.
- On October 9, all reserved spaces lacking deposits will be released to wait-listed vendors on a first-come, first-served basis.
- If we experience severe weather on October 10, the event will be held the following Saturday (10/17/15).

SET-UP

- Each participant will receive two parking spaces in the back lot at Smith Vocational High School (80 Locust Street): one for a vehicle and one for tag sale set-up. All items for sale must fit in your allotted space.
- Set-up will begin Saturday morning at 7:30am. For pedestrian & vendor safety, all vehicles must be checked in & parked by 8:30am. Vendors who have not arrived by 8:30am will be considered "no-shows" and will not be allowed to participate. Please note that parking lot access roads will be blocked from 7:30am-9:00am to discourage early birds.
- If you would like to be next to another vendor, plan to arrive at the same time so you may set up in adjacent parking spaces. No spaces can be reserved...no exceptions!
- Participants must be set-up & ready to go by 8:45am. The sale has been advertised to begin at 9:00am, but early birds are inevitable.
- Vendors may not sell food or beverages. Of course, feel free to bring refreshments for you and your team.
- *Vehicles parked in the sale area must remain until the end of the event.* If there is an emergency and you need to vacate your spot, please advise the staff so we can help you to leave safely. In consideration of pedestrian & vendor safety, no vehicles will be allowed to drive through the sales area during the event.
- You will receive notice of postponement (in cases of exceedingly poor weather) via email by 6am Saturday morning. Notice will also be posted on-line (www.northamptonma.gov/reduce-waste).

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PARTICIPANT RESPONSIBILITIES

- Participants are responsible for unloading/loading vehicles and set up of individual spaces. **We do not provide tables, chairs or tents for this event; please bring your own.**
- Participants are responsible for their own item pricing, cash boxes, collection of money, etc. Please include plenty of small bills and change in your cash bank. We recommend that you bring plenty of small bills and change, helpers to staff the booth and spare shopping bags for purchases.
- Items for sale must be suitable for a family-friendly audience. We retain the right to ask you to remove items deemed inappropriate or offensive.
- Your space/vehicle must be supervised at all times. The Northampton DPW is not responsible for any lost, stolen or damaged items/vehicles.
- All items must be removed from the area at the end of the sale. A Salvation Army truck will arrive toward the end to accept quality, usable goods should you wish to donate them instead of taking them home. **Everything** must be donated or loaded into your vehicle promptly so that we may completely vacate the parking lot by 1pm.
- All participants will be required to sign and submit the following statement to a DPW representative before the event:

I have read and understand the guidelines above, and that the Northampton Department of Public Works and their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during, or after the Community Tag Sale & Swap Meet as a result of my participation as a vendor. I understand that I must contain my setup within the two parking spaces provided, and that I must remove all items and materials no later than 1:00pm, leaving the site clear and clean. I understand that all items displayed must be family appropriate.
- Because our goal is to keep material out of the landfill, we encourage you to include a "Free" box or section in your space (nothing sells like free!).

If you have questions, contact:

Deb at 413.587.1570, ext. 4306 or dlaizer@northamptonma.gov
or Susan at 413-587-1059 or swaite@northamptonma.gov

Please help to spread the word about the sale! Flyers and information are available on the DPW's website (www.northamptonma.gov/reduce-waste).

Be sure to like us on Facebook (Northampton ReUse) and join our email notification list (send an email to reuse.northampton@gmail.com).